

The Indiana State Ethics Commission
402 West Washington Street, Room W189
Indianapolis, Indiana 46204
(317) 232-3850

FOR REPORTING APPROVAL OF TRAVEL OR OTHER EXPENSES FOR ANY MEETING, CONVENTION, CONFERENCE, SEMINAR OR SIMILAR ACTIVITY FROM A PERSON WHO HAS A BUSINESS RELATIONSHIP WITH THE EMPLOYEE'S AGENCY (pursuant to 40 IAC 2-1-7):

Name of Agency or Office _____

Name of Recipient _____

Title of Recipient _____

Amount of Expenses _____

Brief Description of Expenses, Including But not Limited to Lodging, Travel Expenses, Registration Fees, Food, or Drink _____

Date of Event _____ Date of Receipt of Expenses _____

Setting of Event _____

Name of Donor _____

Donor's Address _____

Nature of Business Relationship with Agency _____

Circumstances Justifying Acceptance _____

Approval Signature of State Officer,

Appointing Authority, or Ethics Officer

Date

Must be filed with the State Ethics Commission within thirty days of event or receipt of expenses, whichever comes first.